

West Lafayette Public Library Board of Trustees

Meeting Minutes

September 13, 2023

1. Quorum

The meeting was called to order at 6:26 pm with the following in attendance

Anastasia Krutulis, President

Patricia Garrott, Vice President

Martha Altschaeffl, Secretary

Shelley Lowenberg De-Boer, Member

Jim Knapp, Member

John Meyers, Member

Jean Sullivan, West Lafayette Public Library Foundation Board

Marra Honeywell, West Lafayette Public Library

Gale Charlotte, West Lafayette Public Library (attending remotely)

Scott Tracey, West Lafayette Public Library

2. Board minutes (see attached)

The minutes were approved with a motion by John Meyers, Member, and seconded by Jim Knapp, Member

Aye votes:

Anastasia Krutulis, President

Patricia Garrott, Vice President

Martha Altschaeffl, Secretary

Shelley Lowenberg De-Boer, Member

Jim Knapp, Member

John Meyers, Member

3. Treasurer's report and claims (see attached)

The Claims were accepted with a motion by John Meyers, Member, and seconded by Martha Altschaeffl, Secretary

Aye votes:

Anastasia Krutulis, President

Patricia Garrott, Vice President

Martha Altschaeffl, Secretary
Shelley Lowenberg De-Boer, Member
Jim Knapp, Member
John Meyers, Member

4. 2024 Budget

a. Funding for 2023

A "Resolution to Reduce" the 2023 budget by \$180,000 was passed with a motion by Patricia Garrott, Vice President, and seconded by Martha Altschaeffl, Secretary

Aye votes:

Anastasia Krutulis, President
Patricia Garrott, Vice President
Martha Altschaeffl, Secretary
Shelley Lowenberg De-Boer, Member
Jim Knapp, Member
John Meyers, Member

A transfer of up to \$70,000 from the Gift & Memorial Fund to the Operating (General) Fund was approved with a motion by John Meyers, Member, and seconded by Jim Knapp, Member

Aye votes:

Anastasia Krutulis, President
Patricia Garrott, Vice President
Martha Altschaeffl, Secretary
Shelley Lowenberg De-Boer, Member
Jim Knapp, Member
John Meyers, Member

5. President's report

N/A

6. Library report (see attached)

7. Old business

a. Garage repairs

Scott Tracey, West Lafayette Public Library reported that the final work, to the east staircase, would begin in approximately 2 weeks.

b. Additional construction work and sunset of construction bond expenses

The Library is consulting with the bond bank (NY Mellon), bond advisors Baker Tilly, and bond counsel, Ice Miller

c. Caretaker's Cottage lease

Tabled until October

8. New business

a. Change to "Request for Reconsideration of Library Materials" (see attached)

The policy was approved with a motion by Shelley Lowenberg De-Boer, Member, and seconded by Patricia Garrott, Vice President

Aye votes:

Anastasia Krutulis, President

Patricia Garrott, Vice President

Martha Altschaeffl, Secretary

Shelley Lowenberg De-Boer, Member

Jim Knapp, Member

John Meyers, Member

b. Investment Policy

The Library is exploring a relationship with TrustINDiana to invest its liquid cash flow

c. Security Camera Policy (see attached)

The policy was approved with a motion by Patricia Garrott, Vice President, and seconded by John Meyers, Member

Aye votes: All

9. Topics for future action and discussion

N/A

10. Comments from the public

N/A

11. Adjourn

The meeting was adjourned at 7:59 pm

Martha Altschaeffl



West Lafayette Public Library Board of Trustees

Meeting Agenda for Wednesday, September 13, 2023 - 6:30 PM

208 West Columbia Street, West Lafayette, IN 47906 - Staff Meeting Room 225

Video conference link: <https://us02web.zoom.us/j/81771300774>

Phone: (309) 205-3325 - Meeting ID: 817 7130 0774

1. Quorum
2. Board minutes
3. Treasurer's report and claims
 - a. 2024 Budget
 - i. Funding for 2023/2024
4. President's report
5. Library report
6. Old business
 - a. Garage repairs
 - b. Additional construction work and sunset of construction bond
 - c. Caretaker's Cottage lease
7. New business
 - a. Change to "Request for Reconsideration of Library Materials"
 - b. Investment Policy
 - c. Security Camera Policy
8. Topics for future action and discussion
9. Comments from the public
10. Adjourn

Register Of Claims

Report Date: From 08/10/23 To 09/13/23

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
10318	571	Amazon Capital Services Inc	Gift & Memorial Fund	Office Supplies/Program Supplie	\$5.89	09/13/23	
			Operating	Books	\$17.95		
			Operating	Books	\$14.98		
			Operating	Books	\$18.99		
			Operating	DVD	\$57.94		
				Total this claim	\$115.75		
10300	540	Amazon Capital Services Inc	Operating	Office Supplies/Program Supplie	\$121.19	08/31/23	
			Operating	Office Supplies/Program Supplie	\$89.06		
			Operating	Program Costs	\$178.47		
			Gift & Memorial Fund	Office Supplies/Program Supplie	\$156.97		
			Operating	DVD	\$40.86		
				Total this claim	\$586.55		
0	573	Automated Payroll Service	Operating	Other Professional Services/Ban	\$249.58	09/08/23	for payroll of 8/21/23-9/3/23
				Total this claim	\$249.58		
0	529	Automated Payroll Service	Operating	Other Professional Services/Ban	\$240.99	08/11/23	for payroll of 7/24/23-8/6/23
				Total this claim	\$240.99		
0	535	Automated Payroll Service	Operating	Other Professional Services/Ban	\$89.90	08/25/23	for payroll of 8/7/23-8/20/23
				Total this claim	\$89.90		
0	538	Bank of New York Mellon	2020 Audit Overage Am	Interfund Transfers	\$79,910.00	08/25/23	To reverse transaction of 1/1/21, when we created a "holding fund" for monies not reflected in our audit of 2019. Originally done per N Schenkel, now done per Board. Done with knowledge of recent SBOA auditors.
				Total this claim	\$79,910.00		
0	539	Bank of New York Mellon	Operating	Salary and Wages	\$0.00	08/25/23	VOID
				Total this claim	\$0.00		
10319	572	Blackstone Publishing	Operating	Audiobooks	\$189.35	09/13/23	Audiobooks
				Total this claim	\$189.35		

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
10320	574	Center Point Large Print	Gift & Memorial Fund	Books	\$175.00	09/13/23	Large Print Books
				Total this claim	\$175.00		
10301	541	CenterPoint Energy	Operating	Gas service	\$52.18	08/31/23	for 7/7/23-8/4/23
				Total this claim	\$52.18		
0	565	Chase Bank	Operating	Other Professional Services/Ban	\$35.88	08/15/23	Account Analysis Settlement Charge
				Total this claim	\$35.88		
10302	542	Chase Cardmember Service	Operating	Periodicals and Newspapers	\$189.42	08/31/23	for 7/17/23-8/16/23
			Operating	Databases	\$47.08		
			Operating	Computers	\$32.09		
			Operating	Dues and Membership	\$3.00		
			Operating	Postage	\$33.19		
			Operating	Office Supplies/Program Supplie	\$156.98		
			Operating	Office Supplies/Program Supplie	\$100.44		
			Operating	Program Costs	\$10.00		
			Operating	Office Supplies/Program Supplie	\$128.97		
			Operating	Office Supplies/Program Supplie	\$7.29		
			Operating	Other Professional Services/Ban	\$23.04		
				Total this claim	\$731.50		
10303	543	Cincinnati Insurance Co	Operating	Other Insurance: Property and L	\$1,992.00	08/31/23	Automatic voucher--Automobile and Umbrella policies
				Total this claim	\$1,992.00		
10321	575	Cintas	Operating	Repair & Maintenance Building	\$536.56	09/13/23	
				Total this claim	\$536.56		
10322	576	Cintas # 366	Operating	Cleaning & Sanitation Supplies	\$90.40	09/13/23	
				Total this claim	\$90.40		
10323	577	DEMCO Inc	Operating	Office Supplies/Program Supplie	\$334.59	09/13/23	
				Total this claim	\$334.59		
0	544	Duke Energy	Operating	Electricity	(\$8,184.69)	08/31/23	for 7/4/23-8/2/23. Check #10273 was stolen from a blue USPS mailbox and "whitewashed" by a criminal. This was reported to First Merchants Bank and an affidavit has been submitted.
				Total this claim	(\$8,184.69)		

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
10304	545	Duke Energy	Operating	Electricity	<u>\$8,184.69</u>	08/31/23	for 7/4/23-8/2/23. Check #10273 was stolen from a blue USPS mailbox and "whitewashed" by a criminal. This was reported to First Merchants Bank and an affidavit has been submitted. This is the replacement check.
				Total this claim	\$8,184.69		
10305	546	Duke Energy	Operating	Electricity	<u>\$40.43</u>	08/31/23	for 7/4/23-8/2/23
				Total this claim	\$40.43		
10324	594	Duke Energy	Operating	Electricity	<u>\$8,729.29</u>	09/13/23	for 8/3/23-9/2/23
				Total this claim	\$8,729.29		
10306	547	GLGraphix	Operating	Repair & Maintenance Building	<u>\$25.00</u>	08/31/23	"Glass Apeel"
				Total this claim	\$25.00		
10307	548	hibu Inc--West	Operating	Advertising & Public Notices	<u>\$15.70</u>	08/31/23	Payment 5 of 12
				Total this claim	\$15.70		
10325	578	hoopla	Operating	Databases	<u>\$1,254.23</u>	09/13/23	Digital resources for August 2023
				Total this claim	\$1,254.23		
10326	569	Ingram Library Services	Gift & Memorial Fund	Books	\$33.47	09/13/23	
			Operating	Books	\$4,087.29		
			Operating	Books	\$1,073.53		
			Operating	Books	<u>\$2,675.28</u>		
				Total this claim	\$7,869.57		
10327	579	Josh Cook	Operating	Books	<u>\$10.00</u>	09/13/23	Refund for lost book paid for, subsequently found in Library
				Total this claim	\$10.00		
10328	580	Kanopy Inc	Operating	Databases	<u>\$201.00</u>	09/13/23	Digital resources for August 2023
				Total this claim	\$201.00		
10308	549	Megan Will	Gift & Memorial Fund	Office Supplies/Program Supplie	<u>\$37.99</u>	08/31/23	Supplies for Book Cellar
				Total this claim	\$37.99		
10309	550	Melissa Freed	Operating	Office Supplies/Program Supplie	<u>\$18.30</u>	08/31/23	
				Total this claim	\$18.30		
10310	551	Metronet	Operating	Telephone and Internet	<u>\$625.80</u>	08/31/23	for 8/8/23-9/7/23
				Total this claim	\$625.80		

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
10329	581	Michael Ivankovich	Operating	Program Costs	\$250.00	09/13/23	For Zoom program "What It's Worth Appraisals" on December 5 2023
				Total this claim	<u>\$250.00</u>		
10330	582	Midwest Tape LLC	Operating	DVD	\$312.09	09/13/23	
				Total this claim	<u>\$312.09</u>		
10311	552	Mulhaupt's Inc	2019 Construction Fund	Repair & Maintenance Building	\$984.00	08/31/23	Replaced parts on restrooms
				Total this claim	<u>\$984.00</u>		
10331	583	Mulhaupt's Inc	Operating	Repair & Maintenance Building	\$132.50	09/13/23	Removed rock from threshold, repaired.
				Total this claim	<u>\$132.50</u>		
10312	553	netPark Software LLC	Operating	Repair & Maintenance Garage	\$324.50	08/31/23	Monthly useage fee for parking garage system for August 2023
				Total this claim	<u>\$324.50</u>		
10332	584	Parker Technology LLC	Operating	Repair & Maintenance Garage	\$311.07	09/13/23	Call Center support for Garage Parking System
				Total this claim	<u>\$311.07</u>		
10333	585	Paul Parsons	Operating	Books	\$13.00	09/13/23	Returned lost book previously paid for.
				Total this claim	<u>\$13.00</u>		
0	536	Payroll	Operating	Library Director	\$3,538.46	08/23/23	for payroll of 8/7/23-8/20/23
			Operating	Full-time Employees	\$10,426.48		
			Operating	Part-time Employees	\$11,703.35		
			Operating	Employer's Share-FICA & Medic	\$1,938.95		
			Operating	Unemployment Compensation	\$52.06		
				Total this claim	<u>\$27,659.30</u>		
0	568	Payroll	Operating	Library Director	\$3,538.46	09/06/23	for payroll of 8/21/23-9/3/23
			Operating	Full-time Employees	\$10,426.48		
			Operating	Part-time Employees	\$10,620.32		
			Operating	Employer's Share-FICA & Medic	\$1,845.67		
			Operating	Unemployment Compensation	\$44.74		
				Total this claim	<u>\$26,475.67</u>		
0	530	Public Employees Retirement Fu	Operating	Employers Contribution-PERF	\$1,365.92	08/11/23	for payroll of 7/24/23-8/6/23
			PERF	Salary and Wages	\$365.87		
				Total this claim	<u>\$1,731.79</u>		

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
0	537	Public Employees Retirement Fu	Operating PERF	Employers Contribution-PERF Salary and Wages	\$418.95 \$1,564.07	08/25/23	for payroll of 8/7/23-8/20/23
				Total this claim	<u>\$1,983.02</u>		
0	567	Public Employees Retirement Fu	Operating PERF	Employers Contribution-PERF Salary and Wages	\$1,564.07 \$418.95	09/08/23	for payroll of 8/21/23-9/3/23
				Total this claim	<u>\$1,983.02</u>		
0	554	Quality Plumbing and Heating In	2019 Construction Fund	Repair & Maintenance Building	(\$10,279.95)	08/31/23	Troubleshooting VAV system. Check #10289 was stolen from a blue USPS mailbox and "whitewashed" by a criminal. This was reported to First Merchants Bank and an affidavit has been submitted.
				Total this claim	<u>(\$10,279.95)</u>		
10313	555	Quality Plumbing and Heating In	2019 Construction Fund	Repair & Maintenance Building	\$10,279.95	08/31/23	Troubleshooting VAV system. Check #10289 was stolen from a blue USPS mailbox and "whitewashed" by a criminal. This was reported to First Merchants Bank and an affidavit has been submitted. This is the replacement check.
				Total this claim	<u>\$10,279.95</u>		
10314	556	Quality Plumbing and Heating In	Operating	Repair & Maintenance Building	\$688.18	08/31/23	Two jobs: "all 3 units are down". Replace water bottle filters.
				Total this claim	<u>\$688.18</u>		
10334	586	Quill Corp	Operating	Office Supplies/Program Supplie	\$451.63	09/13/23	
				Total this claim	<u>\$451.63</u>		
10315	557	Ricoh USA	Operating	Copier/Rental Equipment	\$194.52	08/31/23	for 9/9/23-10/8/23
				Total this claim	<u>\$194.52</u>		
10335	587	Scholastic Library Publishing	Gift & Memorial Fund	Books	\$311.25	09/13/23	Children's books purchased through "Krause Grant"
				Total this claim	<u>\$311.25</u>		
10336	588	T-Mobile	Operating	Telephone and Internet	\$232.05	09/13/23	Hotspots for for 7/21/23-8/20/23
				Total this claim	<u>\$232.05</u>		
10337	589	ULINE	Operating	Office Supplies/Program Supplie	\$153.77	09/13/23	DVD cases
				Total this claim	<u>\$153.77</u>		

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
10338	590	Veridus Group Inc	2019 Construction Fund	Other Professional Services/Ban	\$3,150.00	09/13/23	Garage Maintenance Management
				Total this claim	<u>\$3,150.00</u>		
10316	558	Verizon Wireless	Operating	Telephone and Internet	\$40.01	08/31/23	for 7/2/23-8/1/23
				Total this claim	<u>\$40.01</u>		
10339	593	West Lafayette Public Library Fo	Gift & Memorial Fund	Other	\$726.11	09/13/23	Proceeds from Book Cellar, minus expenses, for August
				Total this claim	<u>\$726.11</u>		
10317	559	West Lafayette Wastewater Trea	Operating	Water and Waste Disposal Servi	\$1,123.36	08/31/23	for 4/28/23-6/1/23
				Total this claim	<u>\$1,123.36</u>		
10340	591	Western Specialty Contractors	2019 Construction Fund	Repair & Maintenance Garage	\$41,974.20	09/13/23	Garage repair
				Total this claim	<u>\$41,974.20</u>		
10341	592	Wintek Corp	Operating	Telephone and Internet	\$778.80	09/13/23	Equipment rental for October 2023 and monthly Fiber Agreement.
				Total this claim	<u>\$778.80</u>		

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
----------------	--------------	------------------	------	---------	--------	------	-------------

Total Amount of Claims \$216,141.38

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Thursday, September 7, 2023

[Signature]
Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of

Date this 03 day of Sept., 2023.

Patricia S. Gerratt _____
Shelley J. Owen _____
James R. Kruger _____
Matthew Attchaeff _____
B. E. Myers _____

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for on 12:00:00 AM.

Financial Report
West Lafayette Public Library

Report Dates = 08/01/23 to 08/31/23

<i>Fund</i>	<i>Start of year</i>	<i>Disbursements this month</i>	<i>Disbursements YTD</i>	<i>Receipts this month</i>	<i>Receipts YTD</i>	<i>Balance</i>
1. General						
100 Operating	\$139,455.30	\$91,840.55	\$895,094.12	\$22,964.94	\$802,250.33	\$46,611.51
105 LIRF	\$4,736.71	\$0.00	\$0.00	\$0.00	\$0.00	\$4,736.71
110 Petty Cash	\$75.00	\$0.00	\$0.00	\$0.00	\$0.00	\$75.00
190 Transfer Fund	(\$211,500.00)	\$0.00	\$1,570,927.34	\$0.00	\$1,782,427.34	\$0.00
803 Federal Tax	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
804 FICA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
805 Medicare	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
806 State Taxes	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
807 County Taxes	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
808 PERF	\$0.00	\$784.82	\$8,389.55	\$784.82	\$8,389.55	\$0.00
809 FSA Health	(\$315.48)	\$0.00	\$0.00	\$0.00	\$0.00	(\$315.48)
810 United Healthcare	\$0.00	\$646.10	\$9,649.97	\$646.10	\$9,649.97	\$0.00
Subtotal	(\$67,548.47)	\$93,271.47	\$2,484,060.98	\$24,395.86	\$2,602,717.19	\$51,107.74
2. Special Revenue						
200 Gift & Memorial Fund	\$163,996.39	\$942.25	\$18,630.48	\$854.10	\$8,915.81	\$154,281.72
202 Rainy Day	\$137,060.25	\$0.00	\$99,347.44	\$0.00	\$0.00	\$37,712.81
203 Levy Excess	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
226 Community Foundation	\$24,843.19	\$0.00	\$0.00	\$0.00	\$386.50	\$25,229.69
227 Anna Akley Gift Fund	\$99,480.15	\$0.00	\$45,208.13	\$15,500.00	\$15,500.00	\$69,772.02
Subtotal	\$425,379.98	\$942.25	\$163,186.05	\$16,354.10	\$24,802.31	\$286,996.24
3. Debt Service						
302 BONY Operating and Reserve AKA Debt Service Fund	\$119,413.66	\$0.00	\$0.26	\$1,750.04	\$11,979.74	\$131,393.14
303 Debt Service Fund (formerly Bond Fund)	\$570,892.30	\$0.00	\$886,281.26	\$57,823.00	\$562,793.53	\$247,404.57
305 2020 Audit Overage Amount Account	\$79,910.00	\$79,910.00	\$79,910.00	\$0.00	\$0.00	\$0.00
Subtotal	\$770,215.96	\$79,910.00	\$966,191.52	\$59,573.04	\$574,773.27	\$378,797.71
4. Capital Projects						
401 2019 Construction Fund	\$743,671.53	\$28,244.34	\$275,153.68	\$22,087.00	\$22,087.00	\$490,604.85
402 2020 Construction Fund	\$82,832.75	\$0.00	\$204,728.94	\$0.00	\$121,896.19	\$0.00
403 BONY Sinking Fund	\$63.00	\$0.00	\$0.00	\$0.00	\$0.00	\$63.00
404 BONY 2020 Bond Issue Expense Fund	\$160,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$160,000.00
422 State Technology Grant Fund	\$2,295.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,295.00
Subtotal	\$988,862.28	\$28,244.34	\$479,882.62	\$22,087.00	\$143,983.19	\$652,962.85
5. Clearing						
800 PLAC	\$867.19	\$0.00	\$0.00	\$0.00	\$0.00	\$867.19
Subtotal	\$867.19	\$0.00	\$0.00	\$0.00	\$0.00	\$867.19
Grand Total	\$2,117,776.94	\$202,368.06	\$4,093,321.17	\$122,410.00	\$3,346,275.96	\$1,370,731.73

Total all banks = \$1,370,731.73

Appropriation Report for 100 Operating West Lafayette Public Library

Report Date: From 08/01/23 To 08/31/23

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
<i>1. Personal Services</i>							
1.1 Salary and Wages	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#Num!
1.11 Library Director	\$95,235.00	\$0.00	\$95,235.00	\$5,307.69	\$46,052.43	\$49,182.57	51.6
1.12 Full-time Employees	\$418,450.00	\$0.00	\$418,450.00	\$20,852.96	\$234,631.96	\$183,818.04	43.9
1.16 Part-time Employees	\$255,000.00	\$0.00	\$255,000.00	\$22,186.90	\$177,530.10	\$77,469.90	30.4
1.2 Employer's Contribution Short-term Disabili	\$1,134.00	\$0.00	\$1,134.00	\$0.00	\$1,386.21	(\$252.21)	-22.2
1.21 Employer's Share-FICA & Medicare	\$45,000.00	\$0.00	\$45,000.00	\$3,649.16	\$36,198.42	\$8,801.58	19.6
1.22 Unemployment Compensation	\$1,000.00	\$0.00	\$1,000.00	\$91.87	\$1,200.66	(\$200.66)	-20.1
1.23 Employers Contribution-PERF	\$38,000.00	\$0.00	\$38,000.00	\$2,929.99	\$31,320.56	\$6,679.44	17.6
1.24 Employer's Contribution-Gp. Insurance	\$42,000.00	\$0.00	\$42,000.00	\$4,544.00	\$46,567.11	(\$4,567.11)	-10.9
Subtotal	\$895,819.00		\$895,819.00	\$59,562.57	\$574,887.45	\$320,931.55	35.8
<i>2. Supplies</i>							
2.1 Office Supplies/Program Supplies	\$10,000.00	\$0.00	\$10,000.00	\$2,258.49	\$13,860.13	(\$3,860.13)	-38.6
2.21 Cleaning & Sanitation Supplies	\$6,000.00	\$0.00	\$6,000.00	\$717.04	\$8,209.36	(\$2,209.36)	-36.8
2.23 Other Operating Supplies (Vending)	\$100.00	\$0.00	\$100.00	\$0.00	\$0.00	\$100.00	100.0
2.25 Archival	\$1,200.00	\$0.00	\$1,200.00	\$0.00	\$264.12	\$935.88	78.0
Subtotal	\$17,300.00		\$17,300.00	\$2,975.53	\$22,333.61	(\$5,033.61)	-29.1
<i>3. Other Services and Charge</i>							
3.13 Legal Services	\$500.00	\$0.00	\$500.00	\$0.00	\$175.00	\$325.00	65.0
3.14 Other Professional Services/Bank Fees	\$15,000.00	\$0.00	\$15,000.00	\$825.52	\$11,003.87	\$3,996.13	26.6
3.145 Databases	\$24,500.00	\$0.00	\$24,500.00	\$1,443.07	\$15,313.95	\$9,186.05	37.5
3.146 eBooks	\$3,000.00	\$0.00	\$3,000.00	\$0.00	\$3,000.00	\$0.00	0.0

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
3.21 Telephone and Internet	\$30,000.00	\$0.00	\$30,000.00	\$3,110.51	\$26,649.72	\$3,350.28	11.2
3.22 Postage	\$1,200.00	\$0.00	\$1,200.00	\$33.19	\$828.92	\$371.08	30.9
3.23 Traveling Expense	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$1,128.66	(\$128.66)	-12.9
3.24 Professional Meetings	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$390.00	\$610.00	61.0
3.25 Professional	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$95.00	\$4,905.00	98.1
3.26 Program Costs	\$10,000.00	\$0.00	\$10,000.00	\$188.47	\$6,740.35	\$3,259.65	32.6
3.27 Program Costs Grants	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$9,554.73	(\$4,554.73)	-91.1
3.31 Advertising & Public Notices	\$1,000.00	\$0.00	\$1,000.00	\$15.70	\$714.41	\$285.59	28.6
3.41 Insurance: Official Bonds	\$125.00	\$0.00	\$125.00	\$0.00	\$0.00	\$125.00	100.0
3.42 Other Insurance: Property and Liability	\$38,000.00	\$0.00	\$38,000.00	\$1,992.00	\$20,981.67	\$17,018.33	44.8
3.51 Gas service	\$5,000.00	\$0.00	\$5,000.00	\$52.18	\$2,341.77	\$2,658.23	53.2
3.52 Electricity	\$192,000.00	\$0.00	\$192,000.00	\$8,225.12	\$79,124.30	\$112,875.70	58.8
3.54 Water and Waste Disposal Services	\$8,000.00	\$0.00	\$8,000.00	\$1,433.58	\$5,579.52	\$2,420.48	30.3
3.61 Repair & Maintenance Building	\$65,000.00	\$0.00	\$65,000.00	\$4,460.56	\$50,200.53	\$14,799.47	22.8
3.62 Security System/Other	\$1,790.00	\$0.00	\$1,790.00	\$0.00	\$660.00	\$1,130.00	63.1
3.63 Repair & Maintenance Garage	\$25,000.00	\$0.00	\$25,000.00	\$2,428.64	\$10,167.76	\$14,832.24	59.3
3.72 Copier/Rental Equipment	\$3,500.00	\$0.00	\$3,500.00	\$389.04	\$3,096.57	\$403.43	11.5
3.9 Debt service/Leasing/Other	\$100.00	\$0.00	\$100.00	\$0.00	\$0.00	\$100.00	100.0
3.91 Dues and Membership	\$28,000.00	\$0.00	\$28,000.00	\$78.00	\$6,917.25	\$21,082.75	75.3
Subtotal	\$463,715.00		\$463,715.00	\$24,675.58	\$254,663.98	\$209,051.02	45.1
4. Capital Outlays							
4.3 Equipment	\$16,000.00	\$0.00	\$16,000.00	\$0.00	\$218.35	\$15,781.65	98.6
4.4 Computers	\$500.00	\$0.00	\$500.00	\$32.09	\$59.05	\$440.95	88.2
4.5 Books	\$65,000.00	\$0.00	\$65,000.00	\$3,535.78	\$33,051.50	\$31,948.50	49.2
4.6 Periodicals and Newspapers	\$5,000.00	(\$125.00)	\$4,875.00	\$189.42	\$939.71	\$3,935.29	80.7
4.74 DVD	\$9,800.00	\$0.00	\$9,800.00	\$515.90	\$5,235.93	\$4,564.07	46.6

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
4.75 Audiobooks	\$5,200.00	\$0.00	\$5,200.00	\$353.68	\$3,579.54	\$1,620.46	31.2
4.76 Grant Expenses	\$0.00	\$125.00	\$125.00	\$0.00	\$125.00	\$0.00	0.0
Subtotal	\$101,500.00	\$0.00	\$101,500.00	\$4,626.87	\$43,209.08	\$58,290.92	57.4
Grand Total	\$1,478,334.00	\$0.00	\$1,478,334.00	\$91,840.55	\$895,094.12	\$583,239.88	39.5

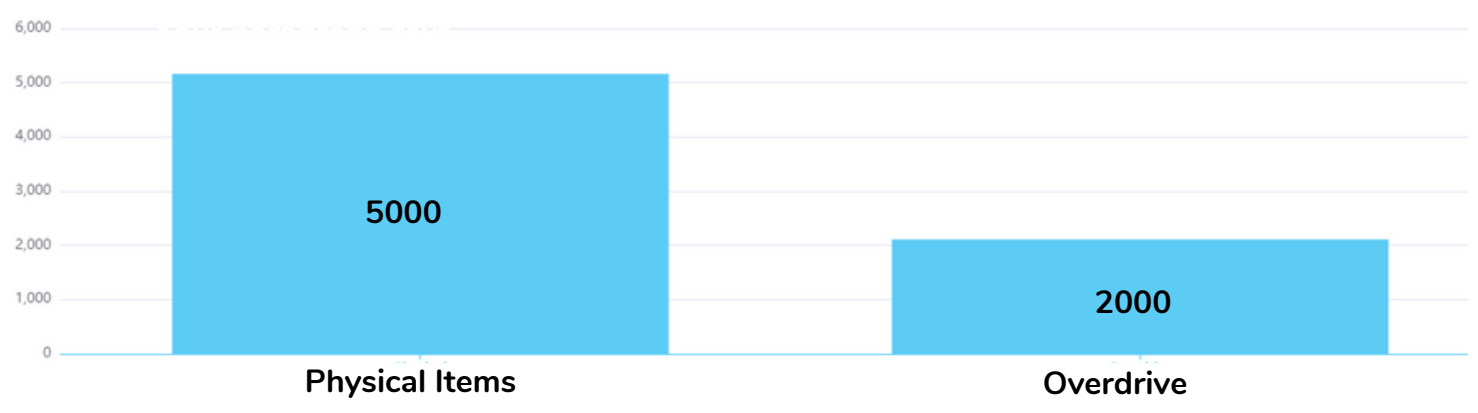
Approved by the State Board Of Accounts for West Lafayette Public Library on 01/01/98.



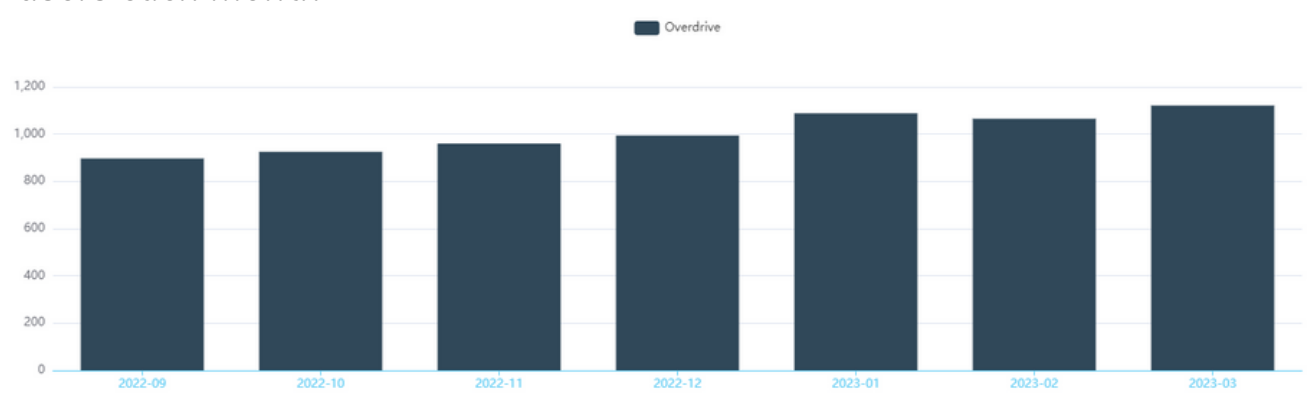
September 2023 Library Report

Submitted by:
Marra Honeywell, Director
Scott Tracey, Deputy Director

Digital Resources continue to grow in popularity



New users each month



Variety of resources for all users



MONTHLY STATISTICS

13,972
Visits

18,892
Circulation

43
Minutes
Average
Patron Visit

172
Meeting
Room Use

444
New Card
Registration



West Lafayette Public Library

Subject: Request for Reconsideration of Library Materials

Effective Date: September 13, 2023

Authorized By: West Lafayette Public Library Board of Trustees

Review: Annual

Procedure

New

Revised

REQUEST FOR RECONSIDERATION

West Lafayette Public Library has a responsibility to serve the whole community; that responsibility requires providing information that some may find offensive or controversial. We seek to represent the diversity of the community and provide access to a variety of views and topics. We believe that all library users are free to access material which may be of use to them and one library patron shall not impede another library patron's same freedoms.

If you are interested in learning more about what helps to guide the West Lafayette Public Library as it strives to support the principles of intellectual freedom, we encourage you to read as described by the American Library Association in the Library Bill of Rights, Freedom to Read statement, and Freedom to View statement.

[Library Bill of Rights](#)

[Freedom to Read](#)

[Freedom to View](#)

Any West Lafayette Public Library card holder residing within the West Lafayette Public Library taxing district may request that the Library reconsider the inclusion of a specific library material by completing and submitting a Request for Reconsideration of Library Materials. Requestors must have fully read, heard, or viewed the entire work. The Library Director will provide a written response to the patron within 30 days of receipt of the request for Reconsideration. The material in question will remain in the collection during the duration of this process. Requests made without submission of a completed form will not be considered.



If the patron is dissatisfied with the decision of the Director, the patron may appeal to the Library Board in writing within 10 days of receiving the Director's response. The Board will ensure that the Library Director is in compliance with the above-stated policy and will place the subject on their next meeting agenda. The decision of the Board will be final.



REQUESTS FOR RECONSIDERATION

[Staff-facing procedure]

Staff members may be approached by a patron with concerns or questions about why certain materials are included in our library collection. These requests can come from any political viewpoint and are spurred by various motivations. It is important that a uniform procedure be followed so that all patrons are treated equally.

1a. Please remain calm and friendly and offer to direct the patron to (in order of availability):

- a. Department Head of the collection in question
- b. The librarian/Point Person on duty
- c. The Public Services Manager

Part-time staff are neither expected nor encouraged to engage in philosophical or collection development debate with a patron. Please direct a patron interested in pursuing those conversations to the Director or the Department Head of the collection in question.

1b. If none of those persons are available, or if the patron is not interested in conversation:

2. Inform the patron that:

- They are welcome to fill out a Request for Reconsideration of Library Materials form to be received by the Library Director.
- Information about our Request for Reconsideration Policy and the form can be found at wlaf.lib.in.us/reconsideration. You may provide them with a printout on request.
- The form must be completed in full to be considered.
- Policy states that a written response can be expected within 30 days

3. Submit a completed form directly to the Library Director, or place it in the Director's mailbox.

4. Immediately email the Director and the Department Head to inform them of the exchange.



West Lafayette Public Library

Subject: Security Camera Use

Effective Date: May 2022

Authorized By: West Lafayette Public Library Board of Trustees

Date of Last Revision: May 11, 2022

Review: Annual

Policy

- New*
 - Revised*
-

The West Lafayette Public Library (“the Library”) strives to offer a welcoming environment where the Library’s resources can be used in safety and comfort. Cameras are in use at the Library for the narrow purpose of enhancing the safety and security of the Library, its staff, customers and property. The purpose of this policy is to establish guidelines for the placement and use of security cameras, as well as the access and retrieval of recorded images. Appropriate notice is posted at Library entrances to inform the public and staff that cameras are in use.

Security Camera Purpose and Placement Guidelines

- Security cameras will be used in public places both indoors and outdoors to document events involving the safety and security of patrons, staff, and Library property. Camera locations will be determined by the Director or the Library Board President or the Library Director’s designee.
- Cameras will not be installed or positioned where individuals have a reasonable expectation of privacy or to identify a person’s reading, viewing, or listening activities in the Library.
- Cameras are not continuously monitored and therefore individuals should continue to take appropriate precautions for their safety and for the security of their personal property.



Use and Disclosure of Video Records

- Digital records may be used to identify the person or persons responsible for Library policy violations, criminal activity, damage or destruction of Library property, or actions disruptive to normal Library operations.
- Data from the cameras is recorded and stored. Recorded data is considered confidential and secure. Access to recorded data is limited to the following Library officials: Director, Library Board President or the Director's designated appointees. Authorized individuals may review recorded data in order to identify those responsible for suspected Library policy violations or criminal activity on Library property.
- Digital security records are not to be used to identify the activities of individual Library patrons except as viewed in relation to suspected criminal activity, suspected violation of the Library's policies, or incidents where there is a reasonable basis to believe a claim may be made against the Library for civil liability. In the event of a suspected crime or incident, still shots or selected portions of the recorded data will be maintained until resolution of the specific incident.
- The Director or the Library Board President or the Library Director's designee may use a still shot or selected portions of recorded data to request law enforcement review of a specific individual or for investigating a crime on Library property.
- A copy of digital security data will be made available to law enforcement upon request and with the approval of the Director or the Library Board President or the Library Director's designee a limited specified time period. Recorded data will be accorded the same level of confidentiality and protection provided to Library users by Indiana state law and the Library's policies.
- Confidentiality and privacy issues prevent the Library from allowing the public to view security camera footage. If the Library receives a request from the general public to view the recorded camera footage, the public will be advised to file a police report.
- Video images are stored digitally and retained for approximately 30 days.
- Live viewing of data may occur to alert staff to customers in an unstaffed public area of the Library or in cases of suspected criminal activity.
- Recordings shall not be used or disclosed other than as specifically authorized by this policy. Staff who misuse this data will be subject to disciplinary action.